

## CDU Short Courses in Darwin: 2018

Course Description	Days	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Cost
Applied Project Management *	3			14-16				15 - 17		\$1450
Conflict Resolution *	2						10 - 11			\$990
Contract Management *	2						13 - 14			\$990
Critical Thinking & Problem Solving *	1					29				\$510
Customer Service *	1					24				\$510
Effective Business Writing *	2		5 - 6						6 - 7	\$990
Effective Communication *	2			23 - 24					1 - 2	\$990
Emotional Intelligence for Leaders <b>NEW</b>	2						19 - 20			\$1240
Finance for Non Finance Managers *	2							22 - 23		\$990
Frontline Leadership *	1	DATE TO BE ADVISED								\$510
Introduction to Accounting * <b>NEW</b>	2					27 - 28				\$990
Leading Change with Emotional Intelligence <b>NEW</b>	1	DATE TO BE ADVISED								\$760
Management Skills for New Supervisors <b>NEW</b>	2			10 - 11			24 - 25			\$1220
Microsoft Excel 2016 Level 1	1			21			3			\$510
Microsoft Excel 2016 Level 2	1			28				8		\$510
Microsoft Excel 2016 Level 3	1			14					5	\$510
Microsoft Project 2016 Level 1 <b>NEW</b>	2			28 - 29						\$990
Microsoft Project 2016 Level 1 <b>NEW</b>	1					20				\$510
Microsoft Project 2016 Level 2 <b>NEW</b>	1					21				\$510
Performance Management *	1					7				\$510
Professional Skills for Executive Assistants *	2		12-13					30 - 31		\$990
Project Management Fundamentals *	2	19 - 20					26 - 27			\$990
Risk Management * <b>NEW</b>	2				4 - 5					\$990
The Engaging Leader <b>NEW</b>	1	DATE TO BE ADVISED								\$760
Time Management * <b>NEW</b>	1			21		31				\$510
Training Fundamentals * <b>NEW</b>	1						5			\$510
Training Needs Analysis * <b>NEW</b>	1							10		\$510
Work Priorities *	1				1		17			\$510
Writing Effective Minutes *	1			17					13	\$510
Writing More Persuasively	1			4				2		\$510

\* AIM courses

*See over for course description*

Enrol online at: [www.cdu.edu.au/business-government/short-courses](http://www.cdu.edu.au/business-government/short-courses)

10% Discount applies for:

AIM members | Not for profit organisations | Group enrolments of 3 or more in the same course



## CDU Short Courses in Darwin

### Applied Project Management

Providing a broad exploration of project management best practice, this course will give you an understanding of all aspects of the project management lifecycle.

**3 Days**

### Conflict Resolution

This course provides an in-depth exploration of the drivers of conflict and the skills you need to effectively intervene and facilitate positive outcomes.

**2 Days**

### Contract Management

This course is designed as a practical guide to managing the implementation and monitoring of contracts.

**2 Days**

### Critical Thinking & Problem Solving

This course provides you with the skills you need to solve problems efficiently and make decisions that are aligned to business goals.

**1 Day**

### Customer Service

The Customer Service short course explores the essence of truly exceptional customer service and provides you with the skills and knowledge to respond to customer and client needs. By examining all customer touch points and focussing on professional communication, this course will help you manage and monitor the effectiveness of your service to customers.

**1 Day**

### Effective Business Writing

This course provides you with practical tools and techniques to effectively develop professional business communications.

**2 Days**

### Effective Communication

This course will enable you to gain a better understanding of your communication style and how it impacts your interactions with others.

**2 Days**

### Emotional Intelligence For Leaders

This course introduces new ways to harness your own emotions and those of others in order to enhance decision-making, improve behaviour and facilitate high performance through using a range of tools and techniques.

**2 Days**

### Finance for Non Finance Managers

The Finance for No-Finance Managers course provides a practical guide to analysing financial data and understanding the implications of financial performance. It introduces all aspects of financial management from planning through to budget review and reporting on financial Outcomes.

**2 Days**

### Frontline Leadership

This short course explores the critical success factors required, including how to adapt your approach to suit different situations and team needs. You'll learn how to translate organisational visions into goals that motivate and inspire your team.

**1 Day**

### Introduction to Accounting

The short course covers the accounting requirements for Australian Businesses, describes key accounting concepts and provides the basic skills required to interpret and report on financial activity.

**2 Days**

### Leading Change with Emotional Intelligence

TBA

**1 Day**

### Management Skills for New Supervisors with Disc

TBA

**2 Days**

### Microsoft Excel 2016 Level 1

This is a beginners course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel.

**1 Day**

### Microsoft Excel 2016 Level 2

This course provides you with the skills and knowledge acquired to enable the user to expand their knowledge and learn how to create more productive workbooks.

**1 Day**

### Microsoft Excel 2016 Level 3

The skills and knowledge acquired in Level 3 are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations and filters.

**1 Day**

# CDU Short Courses in Darwin

## Microsoft Project 2016 Level 1

The skills and knowledge acquired in this course are sufficient for the learner to be able to use MS Project 2016 to create a new project, enter and work with tasks and resources, create a schedule and print effective project information.

**2 Days**

## Microsoft Project 2016 Level 2

The skills and knowledge acquired in this course are sufficient for the learner to be able to use MS Project 2016 to create a new project, enter and work with tasks and resources, create a schedule and print effective project information. TBA

**2 Days**

## Performance Management

Explore the end-to-end processes associated with the performance management cycle—from setting goals and allocating work through to performance reviews and recognition, and dealing with performance issues. You will gain the skills and confidence to drive a performance culture, set performance standards that align KPI's to the organisations goals and lead others to achieve them.

**1 Day**

## Professional Skills for Executive Assistants

This course explores the strategic skills of communication, influence and priority management required to undertake the challenging yet underestimated role of executive support.

**2 Days**

## Project Management Fundamentals

This two day course provides the knowledge and tools to effectively initiate and manage workplace projects. You'll learn all the essentials and gain practical insights into the end-to-end project lifecycle, from implementing the project to project planning, budgeting, scheduling, and human resourcing.

**2 Days**

## Risk Management

This short course will guide you in creating, implementing and evaluating a risk management strategy that supports your organisational objectives and ensures the minimisation of risk. You will become competent in identifying and managing risk while applying risk management processes and coordinating a risk management strategy.

**2 Days**

## The Engaging Leader

Is a powerful one-day leadership program bringing together the latest developments in Neuroscience, Human Motivation and Emotional Intelligence to help leaders enhance levels of motivation, commitment and engagement in their teams .

**1 Day**

## Time Management

This one day course will give you the tools and techniques to maximise your effectiveness, minimise wasted time and control your workload. You'll learn to analyse workloads, prioritise tasks, overcome procrastination and create time management systems that increase productivity and effectiveness for your self and staff.

**1 Day**

## Training Fundamentals

This one day course explores everything you need to train others effectively. With a focus on adult learning principles, you will discover how to identify training needs and deliver skill-based training to individuals and groups that will meet the needs of the people and the organisation.

**1 Day**

## Training Needs Analysis

This one day course will teach you how to conduct an accurate analysis of training needs in the workplace in line with business strategy and goals. You'll explore all phases of the process, from planning to collecting and analysing data to providing clear advice and recommendations.

**1 Day**

## Work Priorities

This course provides you with practical tools and techniques to set meaningful goals and realistic plans to achieve them.

**1 Day**

## Writing Effective Minutes

This course provides practical tools and techniques for ensuring that meeting minutes provide a record of decisions made by teams, work groups and committees.

**1 Day**

## Writing More Persuasively

This workshop conveys an array of tricks and techniques that can be used to write more precisely, engagingly, and persuasively. In particular, this workshop comprises both psychological tactics as well as writing principle.

**1 Day**